CITY COUNCIL OF THE CITY OF ANNAPOLIS

RESOLUTION NO. R-22-03

Introduced by Mayor Moyer

(Recommended by the Civil Service Board)

A RESOLUTION concerning

JOB DESCRIPTIONS AND PAY GRADES DEPARTMENTS OF NEIGHBORHOOD AND ENVIRONMENTAL PROGRAMS, FINANCE, PLANNING AND ZONING, AND POLICE

FOR the purpose of approving the job descriptions for the civil service positions in the newly created Department of Neighborhood and Environmental Programs, in the Department of Finance/Management Information Technology for a Management Information Technology Engineer, in the Department of Planning and Zoning for a Comprehensive Planner, and in the Department of Police for the Police Communications Operators; and all matters relating to said job descriptions, pay grades and reclassification.

- WHEREAS, Section 3.12.020 of the Annapolis City Code provides that the City Council shall adopt job descriptions by Resolution after consideration of the recommendations of the Civil Service Board; and
- the Annapolis City Council received the Minutes of the Civil Service Board dated August 18, 2003, which recommends the approval of the position upgrades and reclassification in the new Department of Neighborhood and Environmental Programs, creation of the new position of Management Information Technology Engineer in the Finance Department, reclassification of Comprehensive Planner in the Department of Planning and Zoning, and the upgrade of Police Communications Operators in the Police Department.; and
- whereas, pursuant to Resolution R-26-95 adopted on May 22, 1995, the City Council adopted the official Job Description Manual providing specifications for each position of employment with the City, which manual was revised pursuant to the Hendricks Study adopted by the City Council on June 11, 2001; and
- **WHEREAS,** it is necessary to incorporate into the current Job Description Manual a job description for any new positions and reclassifications adopted by the City Council, including the job descriptions referred to above.

NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the 1 job descriptions listed below and attached hereto, be and are hereby adopted and included 2 3 as part of the current Job Description Manual for the City of Annapolis: 4 5 Department of Neighborhood and Environmental Programs Director of Neighborhood and Environmental Programs 6 7 Permits Administrator 8 Assistant to the Director Bureau Chief Environmental Programs 9 Bureau Chief Code Enforcement 10 11 Permits Associate Admininstrative Office Associate 12 13 Permits Associate I 14 Office Associate III 15 Plumbing/Utility Inspector 16 Building Inspector Zoning Enforcement Inspector 17 Mechanical/Safety Inspector 18 **Electrical Inspector** 19 Senior Housing Inspector 20 Housing Inspector 21 22 Pre-Treatment Inspector 23 Environmentalist 24 Storm Water Management Engineer 25 26 Finance Department 27 Management Information Technology Network Engineer 28 29 Department of Planning and Zoning 30 Comprehensive Planner 31 32 Police Department 33 Police Communications Operator II Police Communications Operator I 34 35 36 37 **ADOPTED** this 13th day of October, 2003. 38

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1	ATTEST:	THE ANNAPOLIS CITY COUNCIL
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4		BY:
5	Deborah Heinbuch, CMC/AAE	ELLEN O. MOYER, MAYOR
6	City Clark	,